



**Board of Directors
President Job Description**

Position:	President
Purpose:	Responsible for overseeing and communicating all Chapter business and activities.
Term of Service:	One year (April 1 – March 31), following one-year term of service as President-Elect.
Status:	Executive Board Member
Oversight of:	Executive Board Members. Chapter Manager
Oversight by:	Immediate Past President
Committees:	Chair Board of Directors Member Budget Committee MPD Committee Nominating Committee Business Partner Relations Committee Past Presidents Council
Board Responsibilities:	<p>With the Chapter Manager, collect and prioritize action items from Board members for discussion and coordinate the distribution of Board meeting agenda two to three (2 - 3) days prior to each monthly Board meeting.</p> <p>Chair monthly Board meetings.</p> <p>Chair annual Board Retreat.</p> <p>Attend annual Education Summit.</p> <p>Reach out to new members to help integrate them into the Chapter.</p> <p>Must attend at least one Business Partner event annually or 50% of board allowance is forfeited.</p>
Educational Allowance:	<p>Board members are encouraged to participate in ALA educational opportunities for their personal growth and the growth of the Chapter. To this end, this position is eligible for an educational allowance to be used during the Chapter’s fiscal year. The amount will be set by the new Board at the beginning of the fiscal year.</p> <p>Allowance from one fiscal year may be held over and combined with the subsequent allowance for those individuals continuing to serve in a Board position.</p> <p>Board members who have successfully completed their board term and who are not returning for another board position may submit reimbursement requests for Annual Conference related expenses incurred within 60 days after the end of the Chapter’s fiscal year.</p> <p>Allowances that are not used during the fiscal year, except as noted above, will be forfeited. Allowance to be used to attend local and/or international ALA educational conferences and seminars, and monthly Chapter meetings. May be applied toward registration fee, lodging, and/or travel expenses. May be used in conjunction with</p>

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	<p>scholarship, if won, unless specifically not allowed under the rules of the scholarship. Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.</p>
<p>Duties:</p>	<p>Sends out notice of monthly Board meetings at least ten (10) days in advance of each meeting, requesting items for agenda and reminding members to submit written reports.</p> <p>Sends out agenda for monthly Board meetings two to three (2 - 3) days in advance of each meeting, including supporting materials and written reports.</p> <p>Orders new stationery and distributes to incoming Officers.</p> <p>Coordinates and supervises all Chapter activities through close communications with Executive Board members to ensure that all Chapter activities are proceeding as planned.</p> <p>Presides at all Chapter membership meetings. In the event the President is unable to attend, such duties will go to the President-Elect or the Immediate Past President.</p> <p>Coordinates and facilitates the annual Board Retreat.</p> <p>Creates, as needed, <i>ad hoc</i> committees for specific projects and, in turn, appoints committee chairs to those committees. Keeps abreast of <i>ad hoc</i> committee activities through discussions at monthly Board meetings.</p> <p>Maintains close communication with the Region 5 Director. Serves as Regional Council Representative for the Chapter. Reports on Regional and International level activities at monthly Chapter meetings and/or through other means of communication to Chapter members.</p> <p>Recognizes and welcomes new Chapter members, through introductions at monthly membership meetings and by participating in any new-member events.</p> <p>Forwards to Director of Membership Services any membership data received from ALA International, including information on those Chapter members who have been dropped or added.</p> <p>Writes "President's Message" for each Chapter newsletter during term (commencing in February for April issue).</p> <p>Sits on Budget Committee to prepare draft annual budget, together with the Treasurer, Immediate Past President, President-Elect, and other Chapter Members, for presentation at a regular or special Board meeting in April. Ultimate adoption of the annual budget by the Executive Board should take place no later than May.</p> <p>Monitors Chapter funds, including review of Treasurer's report on a monthly basis and in the preparation of the annual budget, together with the Treasurer and other members of the Executive Board.</p> <p>Acknowledges and responds to inquiries received as a result of the position. Through such communications, President should try to enhance the image of ALA and gain support of the legal community, particularly through recognition of the profession by attorneys.</p> <p>Familiarizes him/herself with the Chapter Bylaws and submits any Bylaw changes for Board or membership approval as significant changes occur. Submits updated Bylaws to ALA International headquarters for approval prior to finalization.</p> <p>Prepares President's Award of Excellence award submissions for International competition in accordance with the specified deadline.</p> <p>Completes annual Directors & Officers Liability insurance renewal application.</p>

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	Monitor and contribute to the Chapter's Twitter, Facebook and LinkedIn pages/accounts.
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